United Nations E/CONF.100/INF/1

Economic and Social Council

Distr.: General
24 April 2009

Original: English

Eighteenth United Nations Regional Cartographic Conference for Asia and the Pacific
Bangkok, 26-30 October 2009

Documentation for the Conference

Note by the Secretariat

1. The official languages of the United Nations Regional Cartographic Conferences for Asia and the Pacific are Arabic, Chinese, English, French, Russian and Spanish. Since the facilities for the reproduction of documents at the Conference site will be limited, Governments are asked to forward their documents to the United Nations Secretariat at their earliest convenience, but not later than 21 August 2009, in at least one of the official languages of the Conference. Documents should support the items of the provisional agenda for the Conference.

2. It is important that Governments comply with the deadline for submission of documents so that their papers can be issued in time for consideration at the Conference.

3. Documents may be e-mailed, in Microsoft Word or PDF format, to the United Nations Secretariat at the following address: zewoldi@un.org. Alternatively, documents may be sent by regular mail to the Secretariat address listed in paragraph 7 below. It is essential that documents be kept to a reasonable length, not exceeding 10 pages. The item of the provisional agenda (E/CONF.100/1) under which the paper is to be presented should also be indicated.

4. Governments submitting multicolour illustrations *should send 200 copies* of each to the Conference secretariat in New York or submit them at the Conference site for distribution during the Conference, since it is not possible for the United Nations to reproduce such illustrations.

5. Governments are requested to adhere to the above guidelines in drafting their national reports on progress made since the Seventeenth United Nations Regional Cartographic Conference for Asia and the Pacific.

6. The proceedings of the Conference will be issued in one volume, which will constitute the report of the Conference.

09-31734 (E) 150509

Please recycle

7. Correspondence relating to the Conference may be addressed to the United Nations Secretariat, as follows:

Mr. Yacob Zewoldi
Statistics Division 2, United Nations Plaza, DC2-1644
New York, NY 10017
Tel: 212 963 0445
Fax: 212 963 4569
E-mail: zewoldi@un.org